

Following are steps to be taken to acquire a permit:

1. Obtain application from Department of Neighborhood & Environmental Programs. (Forms may be downloaded at www.annapolis.gov, click "Forms and Permits") Fully complete the application. Tax account numbers must be supplied. Be sure to supply names, addresses and telephone numbers of owner, occupant, engineer/architect, and contractor.
2. Contractors must hold a current license with the State of Maryland. (Permits will not be issued until contractor information is received and verified).
3. Commercial drawings require the seal and signature of a State of Maryland registered Architect or Engineer.
4. Submit application along with:
 - A. Non-refundable, non-transferable application fee;
 - B. Five (5) complete sets of drawings (*six sets if commercial; eight sets for grading*). These should include site plans, elevations, floor plans, specifications, grading, electrical plans, as applicable;
 - C. Be sure to show location and size of all trees when doing exterior additions;
 - D. Applying for a new residential or commercial building, a bond may be required;
5. Depending on the extent of work to be done, an Occupancy Permit (for residential work) or Use & Occupancy

Permit (for commercial work) might be needed;

6. For possible water tap upgrade, you would need to contact Plumbing Inspector Paul Buckley;
7. Applications will be reviewed by appropriate City departments. Normal processing time is approximately 2 weeks, but may be less for small jobs and longer for larger jobs;
8. You will be notified by e-mail or by phone when permit is ready for pick-up and of additional fees due, if any;
9. Electrical, plumbing, gas, mechanical work requires separate permits.

INSPECTIONS

Additional fees may be due at time of permit pick-up. At the time of permit issuance, you will receive an Inspection Requirement information sheet which will alert you to the inspections that you need to schedule with our office. This information sheet will tell you the name of the Inspector for the job as well as the best time to reach the inspectors by telephone.

**DO NOT START ANY
CONSTRUCTION WORK
UNTIL YOU HAVE
POSTED THE BUILDING
PERMIT CARD ON THE
PROPERTY**

City of Annapolis

MINI GUIDE FOR OBTAINING PERMITS & INSPECTIONS



Department of Neighborhood And Environmental Programs

145 Gorman Street
3rd Floor
Annapolis, MD 21401
410-260-2200 FAX 410-263-9158

www.annapolis.gov

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Paul Buckley
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Mechanical Inspector

Ryan Blomeley
Plans Reviewer

Henry Gutierrez
Combination Inspector

Steven Andrews
Building Inspector

Tony Sprissler
Building Inspector

Matt Waters
Stormwater Management Engineer

BUILDING PERMITS

City of Annapolis charter & code section 17.12.022 states “all construction projects of a value of five hundred dollars or more shall require a building permit from the Director of Neighborhood and Environmental Programs or his or her designee.”

Permits are required for all buildings or structures located in the Historic District regardless of construction value.

COUNTER HOURS:

8:30 A.M. TO 4:00 P.M.

OFFICE HOURS:

8:30 A.M. TO 4:30 P.M.

For questions regarding the following, call:

Addresses.....	410-260-2200
Bed & Breakfast Info.....	410-260-2200
Electrical Permits.....	410-260-2200
Engineering.....	410-263-7949
Fees.....	410-260-2200
Fire Marshal.....	410-260-2200
Grading.....	410-260-2200
Grease Traps.....	410-260-2200
Handicap Requirements.....	410-260-2200
Health Department.....	410-222-7192
Historic Preservation	410-260-2200
Inspections.....	410-260-2200
Landscaping.....	410-260-2200
Mechanical Permits.....	410-260-2200
Obstruct Street/Sidewalk.....	410-263-7949
Permits (General).....	410-260-2200
Petroleum Storage Tanks.....	410-260-2200
Planning & Zoning.....	410-260-2200
Plumbing/Gas Permits.....	410-260-2200
Port Wardens.....	410-260-2200
Residential Rental Prop.....	410-260-2200
Setback Info.....	410-260-2200
Storm Water Management.....	410-260-2200
Trees.....	410-260-2200
Use & Occupancy.....	410-260-2200
Utilities.....	410-263-7970
Wastewater Pre-treatment.....	410-260-2200
Zoning.....	410-260-2200